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DISPATCH		CLASSIFICATION SECRET	PROCESSING ACTION
TO All Chiefs of Station and Base	INFO.	X	MARKED FOR INDEXING
FROM Chief, 			NO INDEXING REQUIRED ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT Control of Overtime	ACTION REQUIRED - REFERENCES		MICROFILM

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1. A directive issued by the Office of the Chief, KUBARK, on 28 January 1964, requires that, effective immediately, each component reduce overtime to the extent possible.

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2. The Chief, is currently reviewing overtime levels with a view to reducing overtime whenever this can be done without adversely affecting necessary operations and production. Each component at headquarters has been instructed to work toward achieving the greatest possible reduction in overtime consistent with operating needs.

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3. It is intended that the field also strive to reduce overtime as much as possible. The reduction is to be applied to all elements, including KUCLUB, , Audit, etc. It is recognized that, in some elements, this may require the authorization by the Chief of Station or Base of staggered shifts and special workweeks.

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4. The KUBARK regulation which deals with overtime and holiday pay is being amended to tighten controls and limitations. The amended regulation will be forwarded to the field as soon as it is published.

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This dispatch may be destroyed when it has served its purpose.